

United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Livestock and Seed Program
Meat Grading & Certification Branch

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APPLICATION OF COMPUTER SECURITY UPDATES

Purpose

This instruction sets forth Meat Grading and Certification (MGC) Branch policy and procedures for the installation of security updates in computer systems.

Policy

It is the policy of the Meat Grading and Certification (MGC) Branch to ensure the latest security updates are deployed and installed to all computer systems issued within the MGC Branch in a timely manner.

Procedures

- 1. If the update is less than 1MB in size, Windows Server Update Services (WSUS) will be used to deploy and install the update to the computers.
- 2. If the update is larger than 1MB in size, deployment and installation of the update will be addressed as follows:
 - WSUS will deploy and install the update on computer systems in the MGC Branch Office and those with broadband connectivity.
 - An update CD will be distributed by express mail for all other computer systems. Agricultural Marketing Service (AMS) Cyber Security will be notified by an MGC Branch IT staff member when the update CD's are distributed
- 3. First line supervisors will assign the task of installing updates to an employee at each location. The CD shall be installed within one day of receiving it.
 - Supervisors will notify the MGC Branch IT staff if specified installation time limits cannot be met and provide a full explanation of circumstances.
 - If the updates cannot be installed within the normal tour of duty, supervisors will authorize overtime to ensure the timely installation of the update.
- 4. Employee installing the update will notify an MGC Branch IT staff member when the update is complete.
- 5. MGC Branch IT staff members will monitor the reporting status reflected in WSUS.
 - A report may be generated by Microsoft Baseline Security Analyzer (MBSA) in instances where slow connectivity issues cause excessive delays in accurately reporting the status of the update.

- Employee installing the update will fax the first page of the MBSA report to the MGC Branch IT staff.
- MGC Branch IT staff will convert faxed MBSA reports to .pdf format and email them to AMS Cyber Security on a weekly basis.

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